POSITION: Caseworker I for Somerset County Children and Youth (AFSCME UNION)

REPORTS TO: CYS Supervisor

HOURS OF WORK: Monday – Friday: 8:30 AM – 4:00 PM (office hours)

**Work hours may vary based on job responsibilities.

POSITION NUMBER: L0623-00XX

Salary  Caseworker I- $29,718.00 (contract year ending 2023)

   Caseworker II - $32,019 (1 year)
                   - $32,769 (18 months)

POSITION OVERVIEW

Summary: This is an entry-level professional social service work in a County Children and Youth Agency.

Employees in this class participate in formal and informal County Agency training programs which provide knowledge of the methods, procedures, rules and regulations necessary to perform social service and case management supportive services to children, youth, and families. The work assigned is limited in scope and difficulty, and is performed under close supervision, but as knowledge and skill are acquired, more latitude in judgment and decision-making is permitted. Work is performed under the close supervision of a professional social service or administrative supervisor and is reviewed through individual and group conferences, assignment of professional reading, attendance at training programs, and the reading of records and reports.

Essential Duties and Responsibilities

Participates in formal and informal training programs, which provide basic knowledge relative to Agency purpose, services provided, client population characteristics, and applicable laws, methods, procedures, rules and regulations governing the operation of the Agency.

Learns about the network of available community resources by reviewing resource files, site visits, and working with and observing higher-level Casework staff.

The ultimate goal in all cases is the resolution of the presenting problems and maintaining the family unit. If this is not possible, the Caseworker must act expeditiously to ensure permanency for the child.

The Caseworker is responsible to make at least monthly contact with the child and family service providers.

Receives instruction regarding the reason for and proper completion of applicable forms and paperwork.

Performs a variety of social services and case management duties designed to provide supportive services to children, youth and families.

Assists clients and their families in developing and using their own potential for more adequately resolving their social, health, emotional and economic problems.
Provides or assists in the provision of social services, including placement of children in foster, kinship, or other group home care, when necessary.

Guides clients in home and budget management, housing, child care and parenting skills, employment, recreation and living arrangements. Prepares and provides testimony and related documents for Court, under supervision.

Makes referrals to other public and private social services and community agencies and resources to meet client needs; assists clients and their families in understanding and utilizing these resources.

Attends and participates in case reviews and supervisory conferences and is exposed to a variety of learning experiences, including formal and on-the-job training programs, designed to develop professional and technical skills.

Documents activities and services using designated Agency methods and procedures, including social service summaries, correspondence and reports.

Caseworker 1 will attend the series of “Foundations” training (120 hours) through the Child Welfare Training Program. These trainings may require overnight/out-of-town travel. The Caseworker 1 must have at least twenty (20) hours of training per year.

Caseworker 1 will attend general staffing, departmental staffing, program staffing, individual staffing and any other scheduled meetings.

The Caseworker 1 will be required to be in the rotation schedule for 24-hour on-call coverage for child abuse and/or neglect.

The Caseworker 1 may be assigned other duties as deemed appropriate by the Casework Supervisor.

Participation on Agency committees is encouraged but not required.

To function as a “team player” and promote teamwork.

In the event a unit within Children and Youth Services is short staffed for a Caseworker 1 or Caseworker 2 and assistance is needed, a Caseworker 1 or Caseworker 2 may be transferred to that department.

Will perform duties that are specific to the individual department to which Caseworker 1 is assigned.

Performs related work as required

Required Knowledge, Skills and Abilities:

Knowledge of community resources.

Knowledge of normal and dysfunctional behaviors.

Knowledge of federal, state and county rules, regulations, policy and procedures.

Knowledge of current case management and social work principles, practices and methodologies.

Knowledge of current social, economic, health problems, and available resources.

Knowledge of the basic principles of economics, sociology, psychology, and other social sciences.

Knowledge of human development and behavior including the individual, family, and group.

Ability to establish and maintain positive working relationships with clients, families, Agency staff and other community agencies.
Ability to understand and accept the needs and rights of others and to work with adults and children who are physically and/or mentally challenged, emotionally troubled, and economically disadvantaged.

Ability to learn, interpret, and apply relevant laws, regulations, and policies governing Agency services.

Ability to learn how to conduct individual and family interviews and to use them to identify individual and family problems.

Ability to learn how to effectively interact with individuals, families, and as a member of a treatment team.

Ability to plan and organize work, prepare adequate records and reports, set priorities, and learn to maintain a caseload in an effective and timely manner.

Ability to adequately express ideas orally and in writing.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is occasionally required to stand; walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; taste; smell. The employee must be able to operate a motor vehicle.

The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Skills:** Ability to read, analyze and interpret, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, and general public.

**Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Education and/or Experience – Minimum Experience and Training: A Bachelor's Degree or an Associate's Degree with at least 2 years of performing paraprofessional case management functions or an Associate's Degree and 2 years’ experience as a County Social Service Aide III.

Certificates, Licenses, Registrations: Valid driver’s license.

The job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow other instructions, and perform any other related duties, as may be required by the Administrator.

SIGNATURE: ____________________________ DATE: ____________________________

SUPERVISOR SIGNATURE: ____________________________ DATE: ____________________________

Revised 7-1-19